

Pre-Travel Checklist for Club Sports Staff

Check	Home Competition	Away Competition/Event
<input type="checkbox"/>	Set up a meeting with Libby and Elise to discuss procedures, reservations, emergency action, athletic trainers, etc.	Travel notification submitted 7 days in advanced
<input type="checkbox"/>	Email Club Sports 2 weeks in advanced if you would like any marketing for your event. This includes any fliers you want posted or photography at the event.	Roster of all members traveling without 810s submitted 7 days in advanced. (Please make sure all members have waivers on file with Club Sports.)
<input type="checkbox"/>		If your club members will need travel memos to excuse them from class, your request needs to be submitted 7 days before you leave. Please include the full roster traveling, date and time leaving and returning, name of event, and location of event.

Post-Travel Checklist for Club Sports Staff

Check	Home Competition	Away Competition/Event
<input type="checkbox"/>	Home competition follow up report submitted within 3 business days of competition	Travel follow up report submitted within 3 business days of your scheduled return

*Please keep this for your personal use to make sure your club is complying with Club Sports Rules.